

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52d Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplement to OI 350-3, Noncommissioned Officer  
Development Program (NCOLDP)

1. REFERENCE: AR 350-3
2. PURPOSE: Supplement policies and procedures contained in 52d Ordnance Group OI 350-3, Noncommissioned Officer Leadership Development Program (NCOLDP).
3. SCOPE. This supplement is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and it's subordinate units.
4. GENERAL. A noncommissioned officer is ultimately responsible for his or her own professional development. The NCOLDP program provides for the maximum participation of all noncommissioned officers in planning, implementing and evaluating the overall program and it's benefits.
5. Paragraph 5d: Add following sentence: Unit 1SG will utilize Appendix A and Appendix B to develop their NCOLDP training programs.
6. Paragraph 6: Renumber to reflect Paragraph 8.
7. Add paragraph 6: Personal and performance counseling will be made an integral part of the NCOLDP. Counseling must recognize success, praise strengths, identify weaknesses and correct failures. Individuals will be afforded the benefit of counsel to assist them in correcting shortcomings and to praise them for doing well. Individuals will have written job descriptions for their MOS as well as appointed duties. This will be included with initial counseling.
8. Add paragraph 7: Companies will publish Order of Merit Lists for NCOES schools and provide a copy to the 79th Ordnance Battalion (EOD) Command Sergeant Major on a monthly basis.

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Leadership Development Program

9. Efficient and Effective!

2 Encl:  
1-Appendix A  
2-Appendix B

PATRICK J. KELLY  
LTC, OD  
Commanding

DISTRIBUTION:  
A

Appendix A, Supplement to 52d Ordnance Group (EOD) OI 350-3,  
Noncommissioned Officer Leadership Development Program (NCOLDP)

NONCOMMISSIONED OFFICERS AREAS OF RESPONSIBILITY

1. Personal and professional development of the soldier.
2. Individual soldiers job performance and development.
3. Individual training of the soldier in his or her MOS and basic soldiering skills.
4. Accountability for section or team.
5. Personal and performance counseling of the soldier.
6. Physical accountability of personnel and assigned equipment.
7. Military appearance, physical conditioning and training of the soldier.
8. Physical and mental well being of the soldier and his or her family.
9. Supervision, control, motivation and discipline of subordinates.
10. Communications between the individual soldier and the organization.
11. Planning and conduct of day to day operations within prescribed policies.
12. Implementing and enforcing established policies.
13. Maintain established standards of professionalism and job performance of the soldier and the Noncommissioned Officer Corps.
14. Support of unit organizational effectiveness program.
15. Maintenance, serviceability, accountability, cleanliness and readiness of arms, clothing, vehicles and equipment.
16. Appearance and condition of unit billets, facilities and work areas.
17. Advise on, support and implement policy as established by the Chain of Command.

Appendix B, Supplement to 52d Ordnance Group (EOD) OI 350-3,  
Noncommissioned Officers Leadership Development Program (NCOLDP),  
Appendix

NCOLDP TRAINING SUBJECTS

CHAIN OF COMMAND  
WEAR AND APPEARANCE OF UNIFORM  
INSPECTION OF SOLDIERS  
PREPARATION OF NCOERS  
PERSONAL/PHYSICAL SECURITY  
OFFICIAL TRAVEL PROCEDURES  
ALCOHOL & DRUG ABUSE PROGRAM  
SOLDIER BENEFITS  
MEDICAL PROFILES  
LEADERSHIP  
DISCIPLINE IN THE MILITARY  
PERSONAL AFFAIRS  
STANDARDS OF CONDUCT  
SPONSORSHIP PROGRAM  
MILITARY COURTESIES AND HONORS  
FLAGGING ACTIONS  
HEARING CONSERVATION  
SUICIDE PREVENTION  
COMMUNITY ACTIVITIES (AER/RED CROSS)  
INTERPERSONAL COMMUNICATION SKILLS

NCO SUPPORT CHANNEL  
COUNSELING  
EFFECTIVE WRITING  
MILITARY JUSTICE  
EDUCATION PROGRAMS  
LEAVE/EARNING STATEMENTS  
HUMAN AWARENESS PROGRAM  
AWARDS AND DECORATIONS  
PHYSICAL FITNESS  
WEIGHT CONTROL  
CRIME PREVENTION  
REENLISTMENT  
SAFETY  
CHAPTER ACTIONS  
PROTOCOL  
MUNITIONS RULE (MR)  
EPA REGULATIONS  
MEDICAL/DENTAL PROGRAM